

## **POLICE CAPTAIN**

(Promotional Class)

### **DISTINGUISHING FEATURES OF THE CLASS**

This class encompasses responsible supervisory and administrative positions, the primary duties of which include the planning and directing of the activities of a patrol shift or the activities of an assigned division or service. Employees of this class supervise all personnel assigned to the shift or division, produce records and reports to document activity in assigned areas, oversee the use and maintenance of equipment, and perform public relations duties, in addition to managing assigned law enforcement functions. Work of this class is performed with a high degree of independence, with work reviewed by and special assignments received from a designated superior officer. This class ranks directly below that of Police Major.

### **EXAMPLES OF WORK**

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of a patrol shift or the operation of a police department division or service. Determines how to organize the assigned shift or division, including how to deploy assigned personnel. Conducts inspections of assigned services and observes their operations. Recommends management policies, goals, and objectives. Reviews incoming communications and either handles the matter or assigns it to appropriate staff members. Studies new laws, regulations, ordinances, and court rulings to determine if changes in department policies or procedures are needed. Assists in investigating complaints against department personnel and formulates a recommendation for action to be taken. Reviews and signs purchase requisitions and related financial records, and sees that they are submitted to the proper authority.

Reviews reports written by subordinates. Writes reports required to document the activity of the assigned shift or division. Writes letters in answer to written or oral requests or as required to handle needs of the shift or division.

Promotes a positive public image of the department in the daily performance of duties. Serves as official department representative at meetings of governmental or civic groups to give reports, offer advice, make recommendations, and keep informed on local trends that may affect the police service. Makes speeches or conducts demonstrations on law enforcement topics at schools or meetings of citizen's groups. Works with other public service agencies on projects of mutual concern to

the agency and the police department. Serves as a consultant for smaller law enforcement agencies in surrounding areas.

Supervises subordinate department employees. Holds meetings for the purpose of receiving reports and disseminating information. Conducts roll-call, and assigns work or duty areas. Approves leave. Provides for on-the-job training. Evaluates the work performance of subordinates, and provides assistance in technical areas of work. Resolves employee complaints and grievances, and counsels employees who are experiencing work problems. Maintains discipline by conducting corrective interviews and by recommending and administering disciplinary action as directed by the appointing authority.

Supervises the general care and maintenance of assigned department vehicles, equipment, and property. Checks equipment on a regular basis to assure that it is in correct operating condition. Recommends the purchase of equipment and supplies, keeping such recommendations within the established budget. Orders supplies and equipment needed by the division.

Manages the operation of law enforcement functions, including patrol and general law enforcement, criminal investigation, special tactical operations, and handling of juveniles.

Performs any related duties assigned.

#### **QUALIFICATION REQUIREMENTS**

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States.

Before promotion, must pass a medical examination designed to demonstrate good health and physical fitness sufficient to perform any required duties of the position.

Must possess a valid driver's license.

At the time of application for examination, must be an incumbent in the class of Police Lieutenant with at least two (2) years in this class preceding application to the board. The two (2)

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REV	02-28-62
	10-16-64
	11-02-67
	11-15-72
	07-10-75
	03-26-92
	05-17-01
	11-18-04
	10-18-07

years is to be counted from the date of probational appointment.

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